

TO: Name of Vendor

FROM: Barbara L. Duffy
Purchasing Agent

SUBJECT: Cambridge City Council Order
for Survey of Vendors

DATE:

The Cambridge City Council has ordered that we make a survey of all vendors doing business with the City of Cambridge on a non-bid basis.

The three-question survey form is attached. Please complete the form and return it to me promptly.

The survey is for information purposes only. Your answers will not affect your business relationship with the City of Cambridge. However should the survey form not be returned within a week's time, we will have to discontinue buying from your firm until it is received.

Should you have any questions about the survey, please telephone William A. Gomes, Cambridge Affirmative Action Director at 349-4332.

VENDOR SURVEY
CITY OF CAMBRIDGE, MASS.

NAME OF VENDOR: _____

ADDRESS: _____

QUESTION #1: Is your firm an Equal Opportunity Employer?

YES _____

NO _____

QUESTION #2: Is your firm a Minority Business Enterprise Certified by the State Office of Women and Minority Business Assistance (SOMBA)?

YES _____

NO _____

QUESTION #3: What percentage of your employees are minority persons?

_____ %

I CERTIFIED THAT I AM AN OFFICER OF THE ABOVE-NAMED FIRM AND THAT THE ANSWERS I HAVE GIVEN TO THE ABOVE THREE QUESTIONS ARE CORRECT TO THE BEST OF MY KNOWLEDGE.

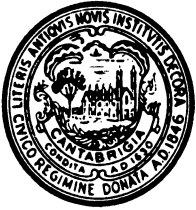
DATE _____

NAME _____

SIGNED _____

TITLE _____

* PS. PLEASE RETURN SURVEY TO PURCHASING DEPT. WITHIN A WEEKS TIME.



CITY OF CAMBRIDGE
CAMBRIDGE, MASSACHUSETTS 02139

TEL 349-4300
FAX 349-4307

EXECUTIVE DEPARTMENT
ROBERT W. HEALY
City Manager

RICHARD C. ROSSI
Deputy City Manager

January 28, 1991

To The Honorable, The City Council:

In response to Awaiting Report Item No. 5, regarding vendors doing business with the City of Cambridge, please find attached a Survey of Vendors that will be sent to all vendors doing business with the City on a non-bid basis.

Very truly yours,

A handwritten signature in black ink, appearing to read "Robert W. Healy", is written over a horizontal line.

Robert W. Healy
City Manager

RWH/mev
attachment

Agenda # 27 S-189

Response to Awaiting Report Item Number
5 regarding vendors doing business with
the City of Cambridge.

In City Council,

January 28, 1991

Placed on file